

Functions to be Housed in New Department of Administrative Services (DAS)

This chart shows a preliminary location of current agency services within one of the three new categories proposed for the new DAS. The list will be updated as DAS planning is completed. The categories are:

- **Leadership functions** are those services related to policy and standards development that will be funded through a general appropriation. It is appropriate where standardization is required and the ultimate customer is the taxpayer.
- **Utilities** are those services for which a monopoly structure makes sense due to economies of scale. Customers choose the amount of service purchased but must buy from a single source. Utilities will be funded by an internal service revolving fund.
- **Marketplace services** are those services that may be purchased in a competitive environment. Customers may choose to buy these services from any available vendor. These services are funded through enterprise revolving funds.

SERVICE/FUNCTION	CURRENT CATEGORY	CATEGORY IN NEW STRUCTURE		
		Leadership	Utility	Marketplace
Iowa Communications Network				
Data & Video Services				
Broadcast Quality Video Services	Marketplace			X
Compressed Video Services	Marketplace			X
Private Line Data Services	Marketplace			X
Packet Switched Data Services	Marketplace			X
Commercial Internet Services	Marketplace			X
Internet 2 Services	Marketplace			X
Voice Service				
Long Distance Services	Marketplace			X
Audio Conferencing Services	Marketplace			X
Interactive Voice Response (IVR)	Marketplace			X
PBX Voice Services	Marketplace			X
Toll Free Services (800)	Marketplace			X
Voice Mail	Marketplace			X
ICN Special Services				
Construction and Engineering Services	Marketplace			X
Technician and Installation Services	Marketplace			X
Consulting, Testing, and Project Mgmt.	Marketplace			X
ITD				
Mainframe Services	Utility/ Marketplace		X	X

Note: Highlighted services are those which will be making changes from Leadership to another category.

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SERVICE/FUNCTION	CURRENT CATEGORY	CATEGORY IN NEW STRUCTURE		
		Leadership	Utility	Marketplace
Networking Services	Marketplace		X	X
Technology Infrastructure Services	Marketplace		X	X
Applications Development Services	Marketplace			X
E-Communications Services	Marketplace		X	X
E-Government Services	Marketplace		X	X
Data Services	Marketplace		X	X
Computer Services	Marketplace			X
IT Procurement Services	Marketplace	X	X	X
Consulting Services	Marketplace			X
Enterprise IT Architecture and Planning	Leadership	X		
IT Enterprise Stds. Setting	Leadership	X		
Security Services	All Buckets	X	X	X
IT Training Services	Marketplace			X
Dept. of Revenue and Finance (DRF)				
Prepare and Issue Annual CAFR	Leadership	X		
Administer the Statewide Iowa Financial Accounting System (IFAS)	Leadership	X		
Joint administration of the State Human Resources Information System (HRIS)	Leadership	X		
Manage the State Payroll functions				
Manage the centralized pre-audit and post audit of claims/and accounting documents processing function	Leadership	X		
Manage the Statewide Income Offset Program	Leadership	X		
Administer the State's responsibilities under the CMIA act of 1990	Leadership	X		
Administer the Statewide Indirect Cost Allocation Plans	Leadership	X		
DEPARTMENT OF GENERAL SERVICES				
Internal Operations; Director's Office; Finance and Accounting; Events Coordination; Customer Service Center; centralized billings	Leadership	X		
Capitol Complex Space Rental				
Policy and Standards - life, health and safety issues; ADA standards/Code compliance; facility management	Leadership	X		

SERVICE/FUNCTION	CURRENT CATEGORY	CATEGORY IN NEW STRUCTURE		
		Leadership	Utility	Marketplace
Service Delivery - All buildings except Capitol; Grounds Maintenance; Custodial Services; Mechanical Maintenance (HVAC; Electrical; Plumbing); Utilities; Locksmith Security; common area maintenance; painting; and carpentry	Leadership		X	
Service Delivery –painting; carpentry	Leadership			X
Ceremony Space (Capitol building, monuments and Terrace Hill) - Grounds Maintenance; Custodial Services; Mechanical Maintenance; Utilities; Locksmith Security	Leadership	X		
Grounds Maintenance				
Policy and Standards	Leadership	X		
Service Delivery – mowing; snow removal trimming; concrete repairs; nursery	Leadership		X	
Space Management				
Policy and Standards (space assignment; office and furniture; and leasing standards)	Leadership	X		
Project Management (budgeting; design; scheduling; contracting)	Leadership		X	
Printing				
Policy and Standards	Utility	X		
Printing Contract Management	Utility		X	
Printing/Copying	Utility		X	
Capitol Asset Owners' Representation; Construction, Renovation and Major Repair Project Management				
Policy and Standards -building code, ADAAG, OSHA, etc; inventory and assessment; service specifications; all state real property; Capitol Planning Commission; Vertical Infrastructure Advisory Commission; Terrace Hill Commission	Leadership	X		
Service Delivery Ceremonial Space (Capitol building, monuments and Terrace Hill) – restoration painting; project planning and consultation; design; construction administration	Leadership	X		
Service Delivery - Restoration Painting (except Capitol)	Leadership		X	

SERVICE/FUNCTION	CURRENT CATEGORY	CATEGORY IN NEW STRUCTURE		
		Leadership	Utility	Marketplace
Service Delivery – project planning and consultation; design; construction administration; construction, renovation and major repair projects	Leadership/ Utility			X
Enterprise Purchasing	Utility		X	
Policy and Standards	Utility	X		
Service Delivery – Procurement system management; contract negotiation; purchase ordering (doesn't include other independent purchasing authorities)	Utility		X	
Federal Surplus Property	Leadership	X		
State Surplus	Utility		X	
Mail				
Policy and Standards	Leadership	X		
Service Delivery – receipt and distribution; processing of outgoing mail	Leadership		X	
Fleet				
Policy and Standards	Utility	X		
Service Delivery – Self –insurance	Utility		X	
Service Delivery – Vehicle disposal	Utility		X	
Service Delivery – Daily Trip Pool	Utility			X
Service Delivery - Fueling	Utility			X
Service Delivery – Vehicle Maintenance	Utility			X
Service Delivery – fleet management (accounting, fuel cards, contracts, data collection and analysis, vehicle purchasing, prep and issuance)	Utility		X	
IOWA DEPARTMENT OF PERSONNEL				
Organizational development functions	Leadership			X
General Training	Leadership			X
Recruitment	Leadership			X
Workforce Planning	Utility			X
Special Studies	Leadership			X
Labor/Management Committee Facilitation	Leadership			X
Selection Tool Development	Leadership			X
Conference Planning	Leadership			X
Investigations	Leadership			X
Employment and Classification Support	Leadership		X	
Applicant Tracking and Intake	Leadership		X	
Data Management	Leadership		X	
Diversity program management	Leadership		X	
Performance Appraisal management	Leadership		X	

SERVICE/FUNCTION	CURRENT CATEGORY	CATEGORY IN NEW STRUCTURE		
		Leadership	Utility	Marketplace
Classification, pay studies	Leadership		X	
Collective bargaining agreement interpretation	Leadership		X	
IDOP Rules Interpretation	Leadership		X	
Federal law interpretation	Leadership		X	
19B Investigations	Leadership		X	
Individual Classification Reviews and Appeals	Leadership		X	
Systems Support	Leadership		X	
Leadership Enterprise Support	Leadership	X		
Rules development	Leadership	X		
Manual development	Leadership	X		
Classification and Pay plan development	Leadership	X		
Payroll audit	Leadership	X		
Contingent workforce contract management	Leadership	X		
Human resources training and development	Leadership	X		
Employment Services to Applicants, including employment appeals	Leadership	X		
Reception	Leadership	X		
Benefits Management				
Deferred Compensation/Pre-tax Programs	Leadership/ Utility	X	X	
Group Insurance Programs	Leadership/ Utility	X	X	
Wellness	Leadership		X	
Employee Assistance Program	Utility		X	
Unemployment ASO Contract	Utility		X	
Workers' Compensation	Leadership/ Utility	X	X	
Leave Management	Leadership	X		
Labor Relations				
Grievance/Arbitration Processing	Leadership	X		
19B Investigations	Leadership	X		
Contract negotiations	Leadership/ Utility	X		
Classification Appeal Hearings	Leadership	X		
Administrative Rules	Leadership	X		
Labor Relations Consultation	Leadership	X		
Governor's Golden Dome Awards	Leadership/ Utility		X	